

CM/ECF Readiness Survey

The U.S. Bankruptcy Court is trying to assess the readiness of some of its customer groups for transitioning into the electronic filing process. It would be helpful if you or someone from your office would answer the following questions. Please circle or write in our answer appropriately.

Name/Firm: _____

- 1) Do those in your office who will be accessing the CM/ECF system currently have Internet access? Yes No
- 2) Is your Internet link provided by a Direct Service (like Road Runner, which comes through a cable line) or an Online Service Provider (like AOL, which uses phone lines)? Direct Online
- 3) Do staff in your office know how to use the features of an Internet browser?(Examples of browsers include: Netscape Navigator and MicroSoft Internet Explorer. Features of browsers include utilizing the *Forward* and *Backward* buttons, browsing for/viewing files, printing documents, setting the home page, setting up bookmarks, using hyper links, etc.) Yes No Somewhat
- 4) In your opinion, will staff in your office need independent browser training before receiving CM/ECF training? Yes No Some people will.
- 5) Does your office have the Adobe Acrobat Writer software which allows you to save a word processing or other file into a Portable Document Format (PDF)? Yes No Unsure
- 6) Do you/staff know how to save a document into a PDF format? Yes No
- 7) What office personnel will need training in your office? Circle all that apply. Trustees Attorneys Para./Admin. Other
- 8) How many people does the above question represent? _____
- 9) Does your office have at least one scanner? Yes No Unsure

Thank you for completing this survey.
Information about CM/ECF training will be forthcoming this Fall.

Please return this survey to:

Christine Winchester
U.S. Bankruptcy Court
401 W. Trade St., Room 111

Charlotte, N.C. 28202

Hardware Requirements for CM/ECF

- C Internet Service
- C Netscape Navigator software version 4.7 or higher
- C Adobe Acrobat software (Reader and Writer), to convert documents from word processing software to Portable Document Format (PDF), or to save scanned documents to PDF
NOTE: This software is something which must be purchased. Downloading from the Internet only gives you Acrobat *Reader* which will not allow you to convert documents. For special Law Office Pricing from Adobe, call 888-502-5275. Attorneys will need to give their Bar number. Mention “Electronic Case Filing” with the U.S. Courts.
- C A scanner for paper only documents which are not stored in a software format.

It is likely that most Internet users will already have the necessary hardware, software and Internet service, with the possible exception of a scanner and Adobe Acrobat. If you would like to discuss these requirements in more detail please call Jeff Ramsey at (704) 350-7580.

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